

<b>Job Title:</b>	Community Outreach Coordinator-Part-time Position		
<b>Reports to:</b>	Executive Director		
<b>Approved by/date:</b>	Personnel Chair, October 2014		
<b>Supervisory Responsibilities:</b>	No	<b>FLSA Status:</b>	Exempt

**Position Summary:** Program design, evaluation and delivery of community outreach initiatives as prescribed by the agency's strategic planning process. Must be mindful of staying within budget and utilize available resources effectively. Duties may also include management of volunteers working within area of responsibility, as well as maintenance of quarterly reports of outcome data and an annual report. Will be expected to participate in the strategic planning process.

**Essential Functions:**

- Project management
- Appropriate client referrals, in particular for youth and seniors
- Client and agency advocacy
- Maintain clean and orderly service environment
- Responsible for frequent communications to clients about resources and opportunities
- Develop and implement programming in outlying communities
- Measure and report program outcomes.

**Non-Essential Functions:**

- May need to participate in large events
- May occasionally represent the agency in the community

**Equipment:**

- Will be required to operate phone, copier, fax and computer

**Position Requirements:**

- Minimum of a Bachelor's degree with experience in human service agencies
- Existing community and agency relationships and experience with grant writing and program development is preferred.
- Preference will be given to those with experience working with low income families and adults with disabilities.
- Good communication skills with people of all ages and needs.
- Commitment to maintain confidentiality of sensitive information.
- Professional, collaborative and knowledgeable in order promote agency in the South County area as well as with Greater Kalamazoo partners
- Capability of making responsible and independent decisions and judgments.
- Demonstrated superior project planning and management skills to successfully manage timelines and outcomes.

**Physical Requirements:**

- Work is generally sedentary in nature and will frequently require sitting, however standing and walking will occasionally be necessary.
- May be required to lift up to 50# with or without assistance.
- Frequently required to use hands and fingers to operate equipment.
- Frequently required to talk and hear.

**Work Environment:**

- General office environment. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.
- Local travel is necessary, so the ability to travel as needed is required.

Applicants should submit a resume that includes personal references to Danna Downing, Director of South County Community Services at [ddowning@southcountycs.com](mailto:ddowning@southcountycs.com) by November 3, 2014. South County service area includes Pavilion, Climax, Wakeshma, Brady, Schoolcraft, and Prairie Ronde Townships.